



# WAREHOUSE ASSOCIATE

## WAREHOUSE ASSOCIATE I

### Knowledge & Experience

- High school diploma or equivalent.
- Ability to learn REA specifications and construction methods.
- Experience operating a forklift.

### Common Responsibilities

- Receive, stock and maintain inventory.
- Deliver materials to staff and contractors.
- Maintain warehouse, dock and yard area.

## WAREHOUSE ASSOCIATE II

### Knowledge & Experience

- Two years of warehouse experience.
- Knowledge of RUS Construction Specifications.
- Able to read staking sheets.
- Forklift certified.

### Additional Responsibilities

- Evaluate and process returned material.
- Perform bi-annual material inventory.
- Operate heavy machinery.

## WAREHOUSE ASSOCIATE III

### Knowledge & Experience

- Three years as a Warehouse Associate II.
  - Or five years minimum warehouse experience.
- Working knowledge of warehouse computer systems, barcoding for research, data entry and report production.
- Provide guidance to less experienced team members.

### Additional Responsibilities

- Guide team in daily activities.
- Process, reconcile and audit paperwork.